

## New/Reassigned Specialist Critical Skills Checklist

Staff Name: \_\_\_\_\_

Office Director: \_\_\_\_\_

Date of Hire/Reassignment: \_\_\_\_\_

Position/Specialty: \_\_\_\_\_

Check up to 6 additional primary critical skills the specialist will demonstrate competence in performing prior to completing the first year of their employment or reassignment. This checklist is to be completed by the Office Director prior to the start date or reassignment and a copy sent to Cheryl Ferree. **For new staff, include a copy of their resume.**

<b>Foundation Skills</b>	
<input checked="" type="checkbox"/>	Relationship Skills: Effective use of attentive listening and communication skills in building relationships.
<input checked="" type="checkbox"/>	Understanding VR: Understanding of the purpose of VR and how VR assists people with disabilities in obtaining employment.
<b>Process Skills</b>	
<input type="checkbox"/>	Eligibility: Proficiency in determining eligibility and providing a rationale for the QUEST eligibility determination script. (Rehabilitation Specialist)
<input type="checkbox"/>	Eligibility: Proficiency in preparing a case for an eligibility decision and presenting a rationale for the QUEST eligibility determination script. (Service Specialist)
<input type="checkbox"/>	Employment Discussion: Ability to effectively conduct a thorough employment discussion as outlined in the Employment Discussion Guide.
<input type="checkbox"/>	Job Planning Discussion: Ability to assist a consumer to develop an appropriate IPE by analysis and synthesis of their presenting data.
<input type="checkbox"/>	Order of Selection: Proficiency in determining an appropriate priority group assignment and providing a rationale for the QUEST priority group determination script. (Rehabilitation Specialist)
<input type="checkbox"/>	Order of Selection: Proficiency in preparing a case for a priority group assignment and presenting a rationale for the QUEST priority group determination script. (Service Specialist)
<b>Career Exploration Skills</b>	
<input type="checkbox"/>	Career Exploration: Knowledge of and ability to use the menu of career exploration activities in Step 2 of the Discover the Job that Works for You Booklet.
<input type="checkbox"/>	Community Based Assessments: Ability to arrange community based sites and determine the methods for assessing consumer work skills.
<input type="checkbox"/>	Standardized Assessment: Ability to administer, score, and interpret the agency's Job Planning Paper-Pencil and Software Materials.

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<b>Independent Living Skills</b>	
<input type="checkbox"/>	Assessment: Ability to assess consumer's activities of daily living.
<input type="checkbox"/>	Benefit Analysis: Ability to make appropriate referrals to Easter Seals for Benefit Analysis.
<input type="checkbox"/>	Benefits Orientation: Familiarity with work incentives and ability to inform a consumer regarding the impact of work on benefits.
<input type="checkbox"/>	Training: Ability to provide instruction to enhance the consumer's activities of daily living.
<b>Placement Skills</b>	
<input type="checkbox"/>	Employer Accounts: Ability to establish and maintain targeted employer partnerships.
<input type="checkbox"/>	Employment Follow-up: Ability to complete follow-up contact with consumers and employers according to the job placement standards.
<input type="checkbox"/>	Job Search Strategy: Ability to develop, carry through, review, and amend as necessary with the consumer the job search plan
<input type="checkbox"/>	Job Seeking Skills: Ability to teach the JSS curriculum in group and individual settings.
<input type="checkbox"/>	Labor Market Information: Familiarity with and understanding of the job market and exhibits methods for routinely conveying the information to the team.
<input type="checkbox"/>	Marketing to Employers: Ability to contact, develop and maintain a mutual beneficial relationship with employers.
<b>Transition Skills</b>	
<input type="checkbox"/>	Career Planning: Ability to conduct individual and/or small group activities that promote career decision-making.
<input type="checkbox"/>	Coordination of Transition Services: Ability to effectively integrate special education, Nebraska Career Education Model, Vocational Rehabilitation, and community services and supports.
<input type="checkbox"/>	Extended Learning: Ability to arrange and promote community activities/work based learning (e.g., employer tours, job shadowing, informational interviews, part-time employment, etc.).
<input type="checkbox"/>	Relationship of Transition Program to Employment Program: Understanding of each program's requirements and the connection between the programs.
<input type="checkbox"/>	Relationship with Schools: Awareness of each school's environment and ability to develop and maintain a positive coordinated working relationship.

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<b>General Skills</b>	
<input type="checkbox"/>	Case Management: Ability to assist a consumer in a timely and professional manner through the rehabilitation process toward their employment goal.
<input type="checkbox"/>	Caseload Management: Skills in facilitating the timely and appropriate movement of consumers on the caseload through the rehabilitation process.
<input type="checkbox"/>	Collaboration with Assistive Technology Partnership (ATP): Understanding of the role of assistive technology in the VR process and collaborating through the VR/ATP partnership.
<input type="checkbox"/>	Coordination of Services: Understanding of team and community resources and the ability to arrange, schedule, and coordinate these services to provide necessary training, resources, and/or supports to address consumer's needs.
<input type="checkbox"/>	Employment Success Skills: Ability to provide Employment Success Skills Training.
<input type="checkbox"/>	Web Based Resources: Ability to utilize Internet resources to enhance services (e.g., O*NET On-Line, NE Career Compass, NE Career Connection, Employer Locator, Workforce Development, Hotline for Disability Services, NCIS, etc.).
<b>Other Skills</b>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	